

***“Promoting the creation of data catalogs for improved sharing of environmental information”***

# **MDweb**

**Cataloging & locating  
environmental data**

**User Manual**

**Version 1.3**

**Management**



## What is MDweb?

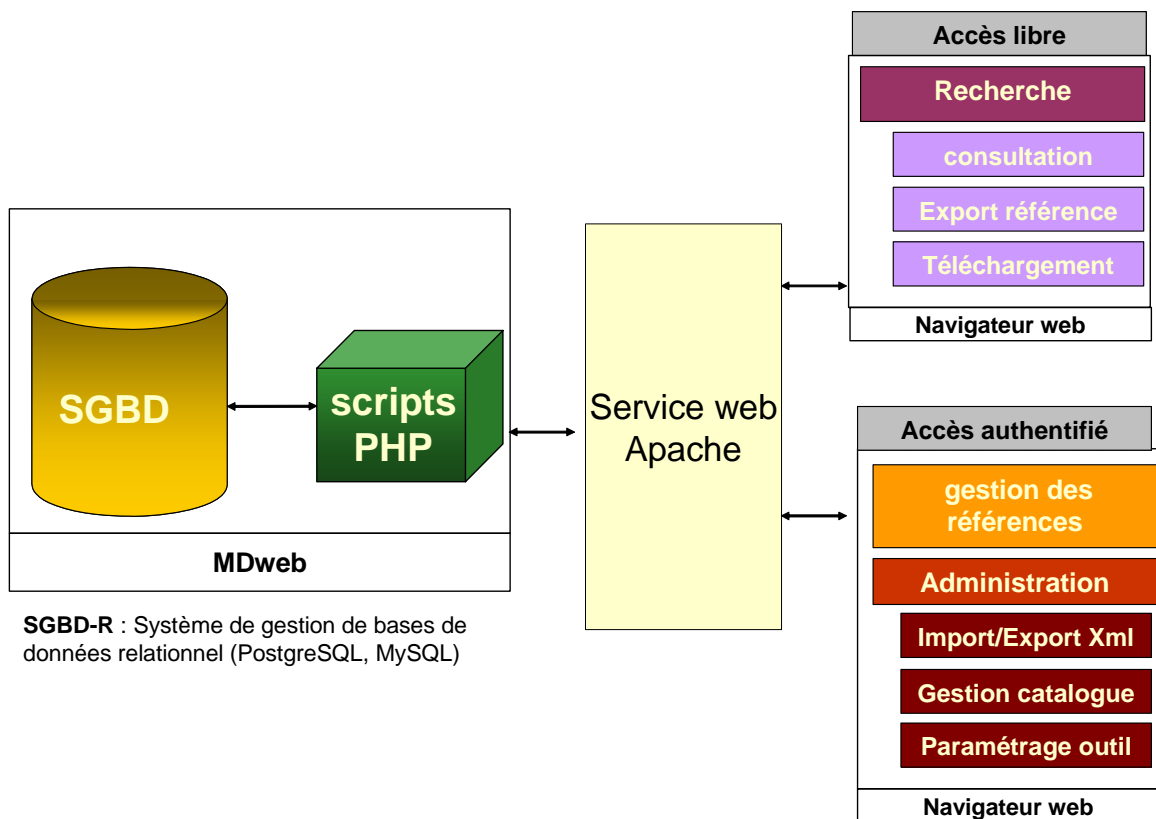
**MDweb** is a **generic, multi-lingual, multi-standard** application for creating, managing and accessing catalogs of environmental information via the Web. MDweb is built on 'open source' technologies (Apache, Postgres/PostGIS, PHP). It uses relational databases that can be accessed via a Web client to manage catalogs of geographical data references, to search for references and to download the listed resources, as well as to manage the catalogs created and the tool itself. MDweb can run independently on the Windows or Linux operating systems. MDweb uses the **ISO 19115** standard (geographic metadata) to structure, store and export references (metadata).

## Its different modules

In its current version, the application consists of **three modules**:

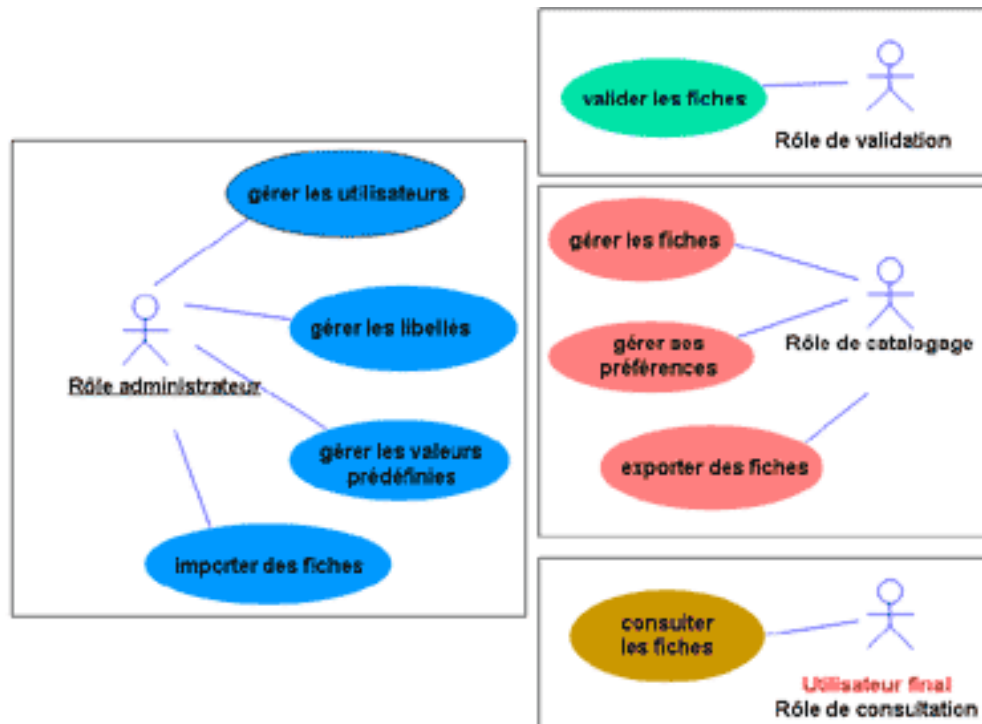
- a **'search' module** for references (metadata) which offers two search modes: one based on data types and another that is multi-criteria.
- a password-protected **'management' module** for entering and updating references and attaching resource files.
- an **'administration' module** that permits configuration of the tool, management of all the references in existing catalogs, import and export of references in XML format, and the customization of interfaces.

Architecture of the application



## Concept of roles and associated functionalities

By design, MDweb is a multi-user application which necessitates the definition of clearly distinct roles for the use of its different functionalities. Each user is assigned an account to which a role is given by the administrator. This limits the user's access to only those modules that correspond to the application tasks that have been assigned to him. Five roles are distinguishable:



- The **administrator** is the super-user. He can access all modules for managing the catalogs, users and the tool's configuration.

- The **validator** is an expert responsible for validating the references' contents. He thus becomes the guarantor of the quality of the references and data attached to the catalogs. To fulfil this role, this type of user will have access to all the references of a catalog irrespective of whether they were created by him or not.

- The **cataloger** describes the data. This role is most logically assigned to the producer of the data to be referenced. He is the most suitable person for describing the contents and characteristics of the data that he himself has produced. This type of user will have access to modules that allow the entry, updating and management of his own references.

- The **final user** has access to the catalog search-and-access module. Two cases can arise: if the user authenticates himself as a privileged user, he will obtain the rights to use the private-access module. If not, i.e., if he is an unauthenticated user, he will have rights only to a public search-and-access module.

- The **standardizer** is the organization or individual from the coordinating organization who defines the structure of the metadata used to reference data. He ensures the consistency in catalogs when several copies of MDweb are being used in an overall distributed sharing system within one organization or programme.

## **This document's purpose**

This document is a manual for the user in his MDweb role as cataloger, validator or administrator. It lists in detail the essential concepts and procedures necessary to use MDweb.

## **Who is it meant for?**

This document is meant for users who are not computer experts. Explanations are provided whenever it is necessary to understand concepts specific to the tool for its use.





## Guide to managing references

## Contents for the Guide to managing references

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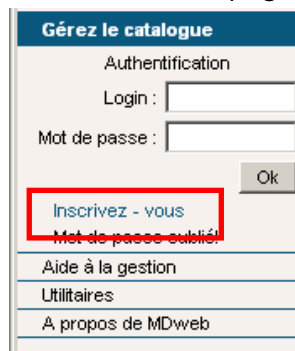


## Before we begin...

This part of the user manual is meant for a user having a **cataloger's** or **validator's** role (see 'Concept of roles and associated functionalities' in this document's introduction). These two types of users can access the references-management module of MDweb. Since this access is available only to authenticated users, you will have to request the organization running MDweb – via its administrator – to provide you with a user account and to assign a role to you.

### Obtaining a user account

You can obtain a user account with password by filing in the online registration form whose link is in the menu on the left on the home page: **Register**.

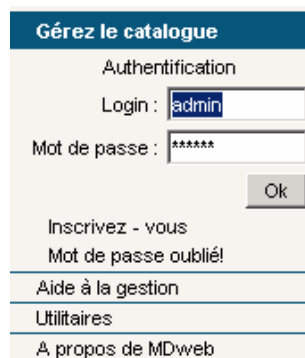


The screenshot shows the 'Gérez le catalogue' page. Under the 'Authentification' section, there are input fields for 'Login' and 'Mot de passe', followed by an 'Ok' button. Below these, the link 'Inscrivez - vous' is highlighted with a red rectangle. Other links visible are 'Mot de passe oublié', 'Aide à la gestion', 'Utilitaires', and 'A propos de MDweb'.

When you submit the registration form, a confirmation e-mail will be sent to your e-mail address. Subsequently, the administrator will validate your registration by assigning you a role. As soon as he does so, you will receive an e-mail with your log-in name and password.

### Accessing the management module

Use your log-in name and password to access the management module from the **Catalog Management, Sign in** section on the home page.



The screenshot shows the 'Gérez le catalogue' page with the login form filled out. The 'Login' field contains 'admin' and the 'Mot de passe' field contains '\*\*\*\*\*'. The 'Ok' button is visible. Below the login fields, the links 'Inscrivez - vous' and 'Mot de passe oublié!' are visible. At the bottom, there are links for 'Aide à la gestion', 'Utilitaires', and 'A propos de MDweb'.

## The management module and its structure

The management module provides access to a number of sub-modules and commands that allow you to add, modify and import references (metadata records). It also allows you to view references that are private, i.e., those not accessible from the public-search module. Finally, you can manage your user account, contacts (personal contacts directory, used for synchronizing the contacts section of the standard) and predefined values by resource type (default values for data-entry forms).

All these features are accessible from the menu on the home page of the management module.



Créer Modifier Importer Consulter Préférences | Aide Quitter

## Module de gestion

Le module de gestion de MDweb vous permet d'assurer la gestion de vos références, de vos contacts et de vos valeurs prédéfinies. Les sous-modules proposés sont accessibles par le menu

<b>Créer</b>	Créer une référence dans le catalogue. Deux possibilités sont offertes: une référence de type collection de données (BD relationnelle, BD géographique ou Carte numérique) ou une référence jeu de données (Thème vecteur, image- grille raster, etc.)
<b>Modifier</b>	Modifier une référence existante. Ce sous-module vous permet d'accéder à une référence pour pouvoir en modifier son contenu et ses propriétés
<b>Importer</b>	Assure exportation en XML des références de vos catalogue MDweb et permet d'importer des références ISO 19115 provenant d'autres sources (ArcGIS). Assure aussi le rattachement des aperçus et des fichiers aux références
<b>Consulter</b>	Consulter les références du catalogue à l'aide du module d'interrogation multi-critères (Où ?; Quand ? Sur Quoi ? , Quelle type de données ? quelque soit son statut (privé, public)
<b>Préférences</b>	Modifier les propriétés de votre compte MDweb, Gérez vos contacts et vos valeurs par défaut qui seront synchronisés avec vos références

## Managing your user account

Go to **Menu > Preferences > My account**. You will be able to modify all the properties of your account except the role assigned to you by the administrator.

### Modification des préférences personnelles

Nom	<input type="text" value="Desconnets"/>
Prénom	<input type="text" value="Jean Christophe"/>
Adresse email	<input type="text" value="jcd@teledetection.fr"/>
Mot de passe	<input type="password" value="*****"/>
Confirmer le mot de passe	<input type="password" value="*****"/>
Couleur de MDweb	<input type="text" value="bleu"/>
Langue	<input type="text" value="français"/>
Catalogue	<input type="text" value="Observatoire Exemple (EXE)"/>

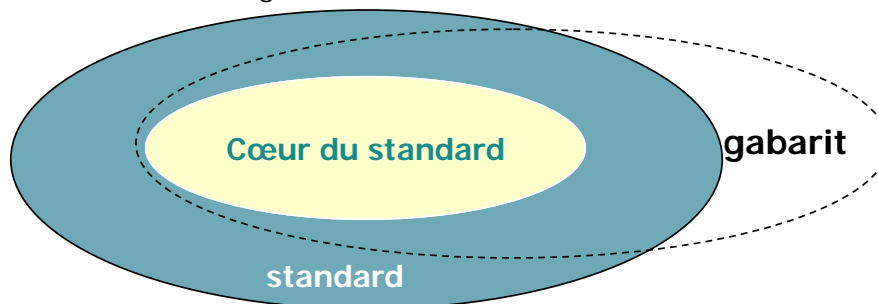
You may want to change your password to one of your choosing. In addition, you can, if you like, also change the language as well as the default catalog. The default catalog is assigned to you by the administrator and is your working catalog. It will be displayed by default when you will add metadata records.

**Note:** The MDweb colour is no longer customizable. Irrespective of the colour you choose, the colour of MDweb pages will not change. This option will be removed from this screen in the next MDweb version.

## Some essential concepts

### Concept of template or metadata profile

A template, or adaptation, is a document or schema (in the sense of a data structure) that specifies the implementation options of a standard for a particular purpose. In essence, a template does not contradict the standard to which it refers and does not introduce, in principle, new concepts. Rather, it describes the standard or a sub-set of it so that it can be implemented and used in a particular context. However, items that do not exist in the standard (extended items) can be included in it. These description items will complement the standard and will be useful in the specific context for which the template is going to be used. In addition, a template of a standard allows an international standard to be adapted culturally or linguistically for a particular national or regional context.



A community can thus define templates for particular types of data sets. For example, a template for matrix or 'raster' data sets will retain only those items specific to this data type. A template can also manage certain specifics or rules that an organization may want to apply on metadata items. A template, for example, could specify which items are mandatory and which are optional in a metadata record.

**MDweb includes 8 templates as standard.** They correspond to 8 data types:

- **Types of data collections:**

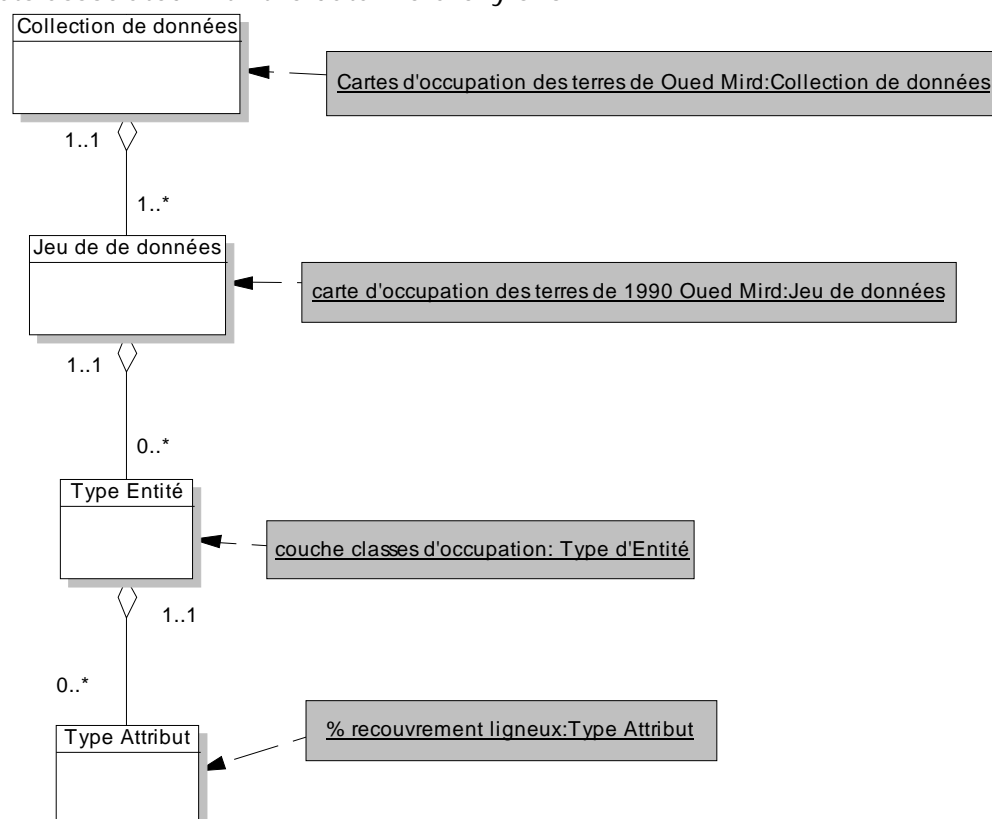
- Geodatabase
- Relational database
- Digital map

- **Types of data sets:**

- Paper map
- Vector theme
- Raster theme – image
- Technical report – presentation
- Excel spreadsheet – Database table

## Concept of resource

In principle, metadata standards, the international standard in particular, apply to digital data but they can also be applied to analogue documents such as maps, plans, aerial photographs, etc. In such a case, the documentation of the data and its cataloging always reference the actual document. Moreover, data sets of this type usually include a clearly identifiable collection of documents. On the other hand, for digital data, the definition of what is data, or a data set, is more difficult and often depends on the institutional or technological context of the organization that produced the data. In general, digital data can be broken up into a hierarchy, as shown in figure 4 [where is this figure?], going from data attribute to entity type to data set to, finally, data collection. This perspective of data can be more simply described with the general term 'resource'. It covers all the concepts associated with the data hierarchy shown.



To illustrate this concept, we have chosen as example the land use maps of a territory, in this case that of Oued Mird (Morocco). This resource, of type 'digital map', can be broken up into the hierarchy of resources mentioned above in a perspective of UML formalism. If we consider the highest level, we can speak of a **data collection**. This is represented here by the collection of maps on the same theme but produced during different observation periods, those for land use in the 1990s, those for land use in the 2000 decade, etc. At the **data set** level, we will consider just one item from this collection, for example, the land use map of the 1990s. The next lower level, **entity type**, will correspond to all the thematic layers that make up the land use map of the 1990s. In our example, we have selected the 'polygon' layer of land-use classes. Other layers, such as the village layer, can be part of the map. Finally, the most basic level, or **attribute type**, is

the set of properties of the 'polygon' layer. An example of this attribute type is given by the attribute '%age of ligneous cover'.

**The levels handled by MDweb are limited to:**

- **data collections**
- **data sets**

## **Definitions**

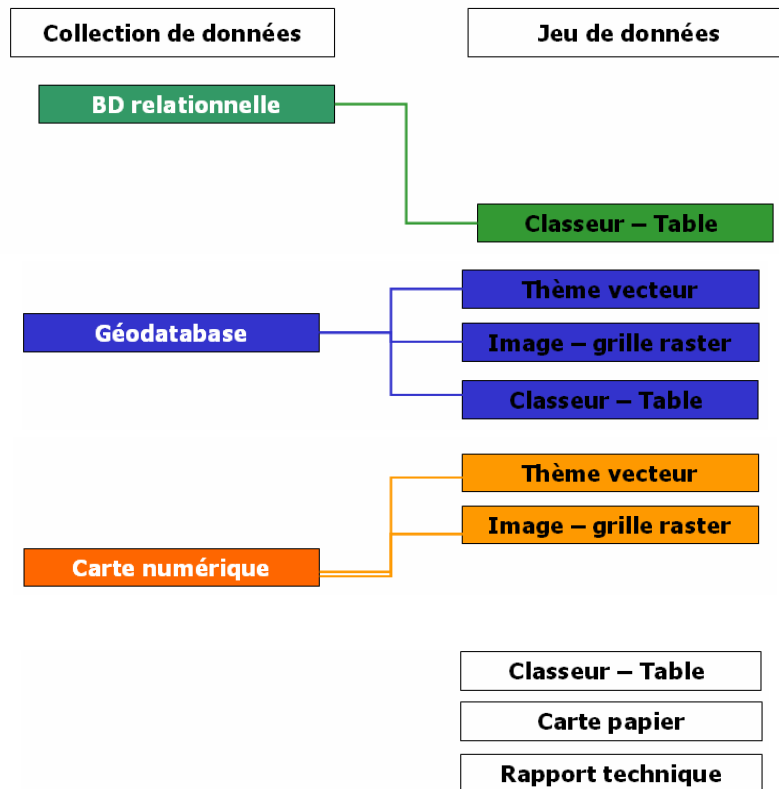
**Data collection:** A collection of distinct data sets connected to each other by common characteristics such as their mode of acquisition or processing (satellite images), their spatial extent, the type of their contents, for example, a data series is synonymous with a data collection. This denomination is used in MDweb for the data types: '**digital map**', '**geodatabase**' and '**relational database**'.

**Data set:** Set of related data, unmistakably identifiable as connected to each other by common characteristics such as their mode of acquisition or processing, their spatial extent, etc. A data set can be considered as a small set of data or a sub-set of it. This denomination is used in MDweb for the data types: '**paper map**', '**vector theme**', '**raster theme – image**', '**technical report – presentation**', and '**Excel spreadsheet – database table**'.

## Hierarchy between data collections and data sets

MDweb establishes a hierarchy between data types using the concept of parent and child templates (see Concept of template or metadata profile).

In the standard version, this is the hierarchy:



## Concept of metadata records or references

In this document, the concept of the metadata record and of the reference are used in the same way. They both apply to the same object. A metadata record or reference is defined as a **set of metadata items filled in by a user to describe a data collection or data set or, more generally, a resource.**

The **concept of a metadata record** relates to the structure and nature of the metadata items that it consists of, with these items originating from the ISO 19115 standard.

The **concept of a reference** additionally relates to a perspective of metadata as an item of a data catalog managed by MDweb.

### Concept of data-entry levels of a metadata record

The data-entry level relates to the number of items (and their characteristics) used for describing a resource. It corresponds to different levels of metadata usage. In fact, the information required to describe a resource depends on the purpose of the metadata usage. For example, for purposes of searching and locating resources, information that is less detailed and less complete will suffice as compared to for documentation purposes, which will need greater detail and completeness because resources will need to be distributed and transferred. Thus, for cataloging of resources, which is the basis of searches for them, simplified metadata could be sufficient.

These different contexts or of levels of metadata usage can lead to the definition of several metadata-detail levels. The international standard defines two levels of details or conformity. The first conformity level or 'basic' level corresponds to the purposes of resource cataloging. For this, it proposes a set of mandatory items or 'metadata core profile' that consists of items necessary to identify the resource and to provide a summary of its contents. It can only be used for cataloging services and for metadata services designed for locating resources. A second conformity level or 'complete' level includes metadata items necessary to fully document a resource. This conformity level defines metadata items necessary to identify, evaluate, extract, use and manage geographic resources.

On the basis of the international standard's definitions, we have identified three levels of detail in the templates for the ROSELT metadata:

- ✓ **a basic level,**
- ✓ **an extended level,**
- ✓ **a complete level.**

The **basic level** is based on the minimum metadata items specified in the standard.

The **extended level** is based on the basic level and additionally includes those metadata items that would allow the exchange and transfer of the resource and the accurate description of the resource's origins (source data and processes used). This latter requirement is essential for the reuse of a resource for scientific purposes. For data types offered in the standard MDweb version, the extended and the complete levels are one and the same.



## Adding a new reference to a catalog **Menu > Create**

This section shows you how to add or modify a metadata record for different resource types to be referenced. It also provides details on how to synchronize metadata records (contact information) with the personal MDweb directory, synchronize predefined values, and attach data files and thumbnails.

Adding a new reference to an MDweb catalog is a two-stage process:

- **Creating a metadata record in a catalog**
- **Filling in information describing the referenced resource**

Auxiliary operations, such as modifying a record's properties, the synchronization of contact information and predefined values, need not necessarily be executed when a new reference is added to the catalog; they can be run independently later.

### 1 - Creating a metadata record

Depending on the type of metadata record you want to create, use the **Menu > Create > Data collection** or **Menu > Create > Data set** command.

For **Data collection**, there are three types of resources that can be referenced in the standard MDweb version:

- **Relational database**
- **Geographic database**
- **Digital map**

For **Data set**, the following resource types can be referenced in the standard MDweb version:

- **Paper map**
- **Vector theme**
- **Raster theme or satellite image**
- **Spreadsheet (Excel) – Database table**
- **Technical report – presentation**

**Note:** Procedures for creating a reference of either of the two types are identical. We will describe here the procedure to create a metadata record for a **Data set** resource type.

## Description of the procedure for creating a record

1 – Go to **Menu > Create > Data set**. A form will be displayed for you to fill in.

**Création d'une fiche de métadonnées**

Titre de la fiche	<input type="text"/>
Catalogue	Observatoire Exemple (EXE) ▾
Type de données	Thème vecteur ▾
Niveau de saisie	Elémentaire ▾
Créer à partir d'une fiche existante?	<input checked="" type="radio"/> Non <input type="radio"/> Oui

2 – **Choosing the title of the record:** Enter a title in the corresponding field. This title need not necessarily be the title of the resource you are referencing; it is the title of reference within MDweb. **The length of the title is limited to 80 characters.**

**Création d'une fiche de métadonnées**

Titre de la fiche	Limites administratives de la France
Catalogue	Observatoire Exemple (EXE) ▾
Type de données	Thème vecteur ▾
Niveau de saisie	Elémentaire ▾
Créer à partir d'une fiche existante?	<input checked="" type="radio"/> Non <input type="radio"/> Oui

3 – **Choosing the catalog:** If more than one catalog exists in your application, you will have to select the catalog in which your record will be stored. The drop-down list will allow you to choose the catalog.

**Création d'une fiche de métadonnées**

Titre de la fiche	Limites administratives de la France
Catalogue	Observatoire Exemple (EXE) ▾
Type de données	Thème vecteur ▾
Niveau de saisie	Elémentaire ▾
Créer à partir d'une fiche existante?	<input checked="" type="radio"/> Non <input type="radio"/> Oui

4 – **Selecting the data type:** You have to select the data type of the resource you are referencing. This is an important field; on the data type depends which form is displayed for you to fill in. In the standard version of MDweb, 8 data types are available. In this example, we will create a record to describe a 'vector theme' data type.

**Création d'une fiche de métadonnées**

Titre de la fiche	Limites administratives de la France
Catalogue	Observatoire Exemple (EXE)
Type de données	Thème vecteur
Niveau de saisie	Elémentaire
Créer à partir d'une fiche existante?	<input checked="" type="radio"/> Non <input type="radio"/> Oui

5 – **Selecting a data-entry level:** A drop-down list will allow you to choose the level of detail you want to enter for your record. By default, the level is set to Basic. This level includes only those items essential for publishing a reference (for more details on the level of detail, see **Some essential concepts** at the beginning of this part of the user manual).

**Création d'une fiche de métadonnées**

Titre de la fiche	Limites administratives de la France
Catalogue	Observatoire Exemple (EXE)
Type de données	Thème vecteur
Niveau de saisie	Elémentaire
Créer à partir d'une fiche existante?	<input checked="" type="radio"/> Non <input type="radio"/> Oui

6 – **Using an existing record to pre-fill the new record:** Finally, you can, if you like, create your record with information already copied from another record of the same data type. Click on the Yes radio button and a list will appear (see next screen shot).

**Création d'une fiche de métadonnées**

Titre de la fiche	Limites administratives de la France
Catalogue	Observatoire Exemple (EXE)
Type de données	Thème vecteur
Niveau de saisie	Elémentaire
Créer à partir d'une fiche existante?	<input type="radio"/> Non <input checked="" type="radio"/> Oui

**Création d'une fiche de métadonnées**

Type de données : Thème vecteur - Catalogue : Observatoire Exemple (EXE)

	Titre de la fiche	Statut de la fiche	Date de modification	Mise à jour par	Utiliser comme modèle
1.	Limites des départements	Non validée - Confidentielle	2006-02-12	admin	✓

You can select one of the records from the list to copy information from. **When the record is created, all the contents of this source record will be copied to the new record.**

*7 – **Validate** by clicking Submit. The new metadata record will be created in the specified catalog. The first stage in the addition of a reference is now complete. Now the record will have to be filled-in and then validated so that it can be published and become accessible.*

a) **‘General information on your metadata record’ page**

Once you click Submit on the form for creating a metadata record, a page will appear with the title: **General information on your metadata record**. In this section, we will explore this page in detail, which:

- lists the **record’s properties**,
- allows **synchronization of contacts and predefined values**,
- provides **access to information-entry forms**,
- allows the **attachment of data files**,
- allows the **attachment of thumbnails**.

Also covered will be the operations you can initiate from this page.

The screen shot on the next page gives you an overview of the information available on this page and how it is organized. We can distinguish 5 components of this page which are, from left to right and top to bottom:

- The **frame on the left**, which provides access to the record’s information-entry forms
- The **frame on the top**, which holds the management module’s menu bar
- The **central frame** consists of three boxes:
  - One box for the record’s properties
  - One box for attaching data files
  - One box for attaching one record to another

The screenshot shows the MDweb Management interface. At the top is a menu bar with options: Créer, Modifier, Importer, Consulter, Préférences, Administration, Aide, and Quitter. The main content area is titled 'Informations générales de votre fiche de métadonne'. It is divided into several sections:

- Left sidebar:** Contains a tree view with 'carte des fleuves' selected, and sub-items: 'Identification du jeu de données', 'Représentation spatiale du jeu de données', and 'Système de référence spatial'.
- Top menu bar:** Labeled 'Management module's menu bar'.
- Main form:**
  - Non validée - Confidentielle:** A table of metadata fields.
 

Non validée - Confidentielle		
Titre de la fiche	carte des fleuves	✓
Catalogue	Observatoire Exemple (EXE)	✓
Type de données	Thème vecteur	
Date de modification	13-02-2006	
Mise à jour par	admin	
Saisie terminée?	Non	
Niveau de saisie	Elémentaire	Changer
Valider	Non	
Confidentialité	Oui	
Valeurs par défaut	---	vecteur 1
  - Gestion des contacts:** A table for managing contacts.
 

Gestion des contacts		
pour les métadonnées	---	contact 2
pour la donnée	---	contact 2
pour la distribution	---	mon contact
Aperçu	---	
  - Attacher une ou plusieurs fiche(s) parent(s):** A section for attaching parent records.
 

Attacher une ou plusieurs fiche(s) parent(s)	
Type du parent	Tous
  - Attacher des fichiers ressources à la fiche:** A section for attaching data files.
 

Taille max du fichier : 30Mo  
Nombre de fichiers (max 4) +1

Fichier 1  Parcourir...

Annotations:

- 'Box for attaching one record to another' points to the 'Attacher une ou plusieurs fiche(s) parent(s)' section.
- 'Box for attaching data files to the record' points to the 'Attacher des fichiers ressources à la fiche' section.
- 'Box displaying the metadata record's properties' points to the 'Non validée - Confidentielle' table.
- 'Access to entry-forms broadly divided according to the ISO standard' points to the left sidebar.

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## 2 – Entering information into the metadata record

The resource in the metadata record is described by filling in forms that are made up of fields from the ISO 19115 standard. There is a different form for each data type, i.e., one that consists of description fields chosen for the particular data type.

### a) Choosing the data-entry level

By default, your metadata record's data-entry level is the one you specified when it was created. If you want to change to a different entry level (Basic, Extended, Complete), select it in the **Data-entry level** drop-down list and validate by clicking on the **Change** button on the right of the list in your record's properties box on the 'General information' page. (For more information on data-entry levels, see **Some essential concepts** section at the beginning of this part of the user manual.)

### b) Structure of the data-entry forms

**Each form corresponds to a section of the standard.** For example, for the 'vector theme' data type and the basic data-entry level, three sections are offered:

- The section for the **identification of the data set**
- The section for the **spatial representation of the data set**
- The section for the **system of spatial reference**

At the Extended data-entry level, two additional forms will be accessible, corresponding to two more sections of the standard:

- The section for the **quality of the data set**
- The section for the **distribution of the data set**

The sections **Identification of the data set**, **Quality of the data set** and **Distribution of the data set** are common to all data types available in the standard version of MDweb. For additional information on the ISO 19115 sections, refer to the ISO 19115 document: Geographic information – metadata ISO TC/211. You can download it from **Management utilities > Presentation and reference documentation > FDIS-19115.pdf**.

### c) Accessing the forms

To start entering information in a record, access the forms by clicking on the links in the **frame on the left**.

**MDweb**  
Cataloging & locating  
environmental data

Créer Modifier Importer Consulter Préférences | Administration Aide Quitter

**carte des fleuves**

Identification du jeu de données

Représentation spatiale du jeu de données

Système de référence spatial

**Informations générales de votre fiche de métadonnées**

**Non validée - Confidentielle**

Titre de la fiche	carte des fleuves	✓
Catalogue	Observatoire Exemple (EXE)	✓
Type de données	Thème vecteur	
Date de modification	13-02-2006	
Mise à jour par	admin	
Saisie terminée?	Non	
Niveau de saisie	Elémentaire	Changer
Valider	Non	
Confidentialité	Oui	
Valeurs par défaut	--- - vecteur 1	

**Attacher une ou plusieurs fiche(s) parent(e)**

Type du parent: Tous

**Attacher des fichiers ressources à la fiche**

Taille max du fichier : 30Mo  
Nombre de fichiers (max 4) +

Fichier 1: Parcourir... Attacher

**Gestion des contacts**

pour les métadonnées	--- - --- contact 2	
pour la donnée	--- - --- contact 2	
pour la distribution	--- - --- mon contact	
Aperçu	---	

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#### d) Data-entry environment

The screen-shot below shows the data-entry environment. The frame on the left allows you to return to the General information page by clicking on the title of the record. You can go to entry forms of the other sections or, if you have arrived here for modifying a reference, return to the list of filtered records from which you chose this record to be modified.

The **central frame** (in grey) displays the form. The form is organised in different sections with their titles in bold. The form's fields are of several types. They are identified by an orange label, corresponding to items of the ISO 19115 standard. By clicking on the field label, you can access a glossary of the standard's items.






## e) Different field types and their properties

### Different field types

To make it easier for you to enter information and to improve consistency of the information entered, the forms consist of three types of fields:




- text fields for **free text entry**. The format and the length of the entered character string will be verified when the form is submitted.
- **drop-down lists** whose items are taken from the standard.

- Fields with **assisted entry**.

These fields include date fields whose icon  opens a **calendar**, keyword fields with the  icon that opens a **thesaurus**, or the fields for specifying geographic extents using the  icon that opens a **cartographic interface**. The next section explains these fields in greater detail.


### Properties

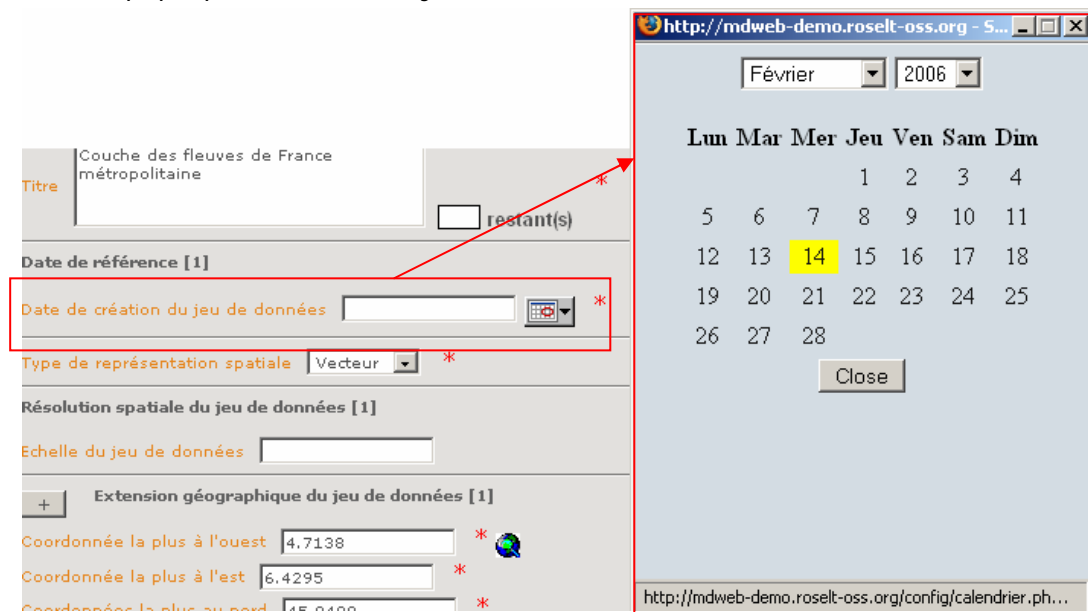
Independent of its type, each field in the form has two properties that are set when the data-entry mask is defined.

- The **number of times it occurs in the form**, i.e., the possibility of entering several values for the field. The multi-occurrence of a field is shown by the presence of a . Click the  to obtain another field of the same time. Use the minus icon  to reduce the number of fields.
- Whether the **field is mandatory** or not. If it is, a red asterisk **\*** appears beside the field and you have to compulsorily fill it in before submitting the form.

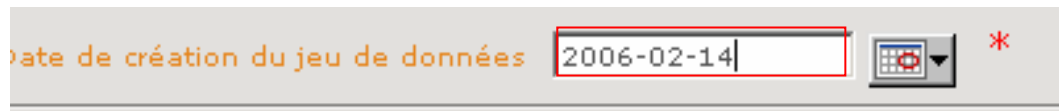
## f) Assisted-entry fields

### Entering a date

Date-entry fields should be in either **YYYY** or **YYYY-MM-DD** formats. To simplify the entering of dates and avoid formatting errors, the date fields are linked to a calendar that opens in a pop-up window when you click the  icon:




You can select the month and year using the calendar's corresponding drop-down lists. The form closes when you click on the day and the selected date is sent to the date field. In our example, the date sent is 2006-02-14.



**Note:** If you only want to enter a year, you have to type it manually in the **YYYY** format.

### Entering a keyword

Entering text in the keyword fields can be done in one of two ways:


- By using the **auto-complete feature** of MDweb, if the keyword is already in the list of keywords stored in MDweb. If not, it will be added to the list.
- By calling up the **pop-up thesaurus**  which will open a keyword dictionary (not hierarchized) or a thesaurus. By default, the thesaurus that will open in MDweb is the Global Master Change Directory (CGMD) of NASA.


*Example of text entry using the auto-complete feature.*

In the keyword field, type the first few letters of the keyword that you have chosen for your data set. Below the field, a list of corresponding key words will appear.

terme	Catégorie
hydrogéologie	Thématique
hydrographie	Thématique
hydrologie	Thématique

If you click on any of them, it will be inserted into the keyword field.

*Example of text entry using the pop-up thesaurus* .

Click on the  icon and a pop-up window will open. You will be able to choose a word from the list of keywords in the thesaurus.

Choix d'un mot clé

ABCDEFGHIJKLMNOPQRSTUVWXYZ


terme	Catégorie
hydrogéologie	Thématique
hydrographie	Thématique
hydrologie	Thématique
pédologie	Thématique

Keywords free


GCMD Thesaurus

Terminé

Mots clés [1]

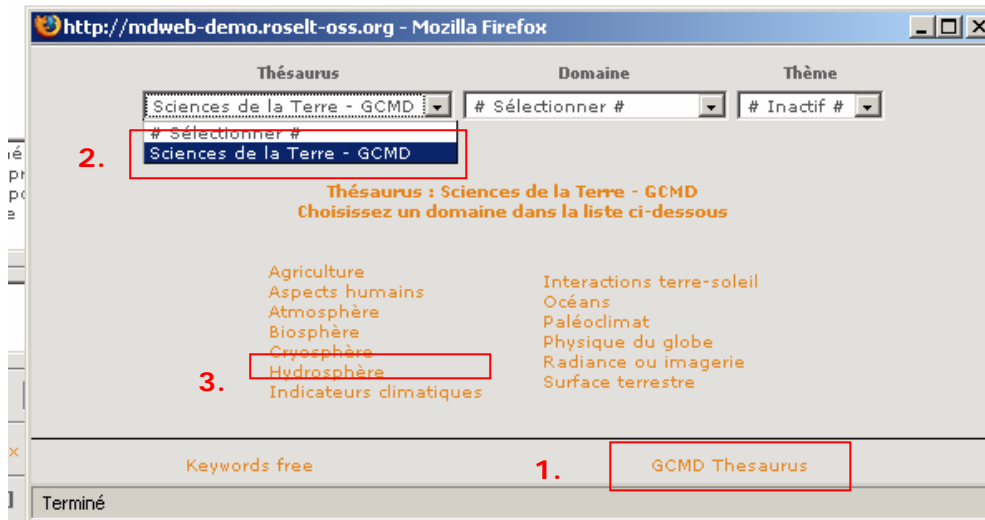
Mot-clé hydrographie  \*

Mots clés [2]

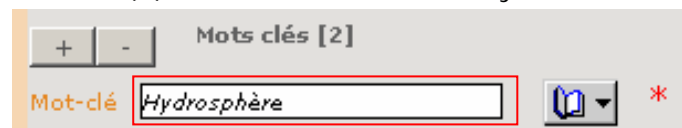
Mot-clé  \*

Click on one of the words in the list and it will be sent to the corresponding keyword field.

You can also use the existing thesaurus (1). To do so, load it in the pop-up by selecting the Earth Sciences – GCMD thesaurus in the drop-down list (2).



You can browse the thesaurus using the Domain and Theme drop-down lists. For choosing a word, click on it (3). It will be sent to the keyword field in the form.



### Entering the geographic extent


#### Concept of the geographic extents of data sets

For a **spatially localized data set** (vector theme, satellite image, map), the geographic extent is the spatial extent of the data. For example, if we are referencing the map of French *départements*<sup>1</sup>, the spatial extent to specify will be the national boundaries of France.

For a **data sets that is not localized** (report, relational database, spreadsheet, etc.), the geographic extent is the spatial extent to which the data relates. For example, if we want to reference a report on the integrated management of the Thau lake's watershed, the spatial extent to be entered would be the Thau lake's watershed.

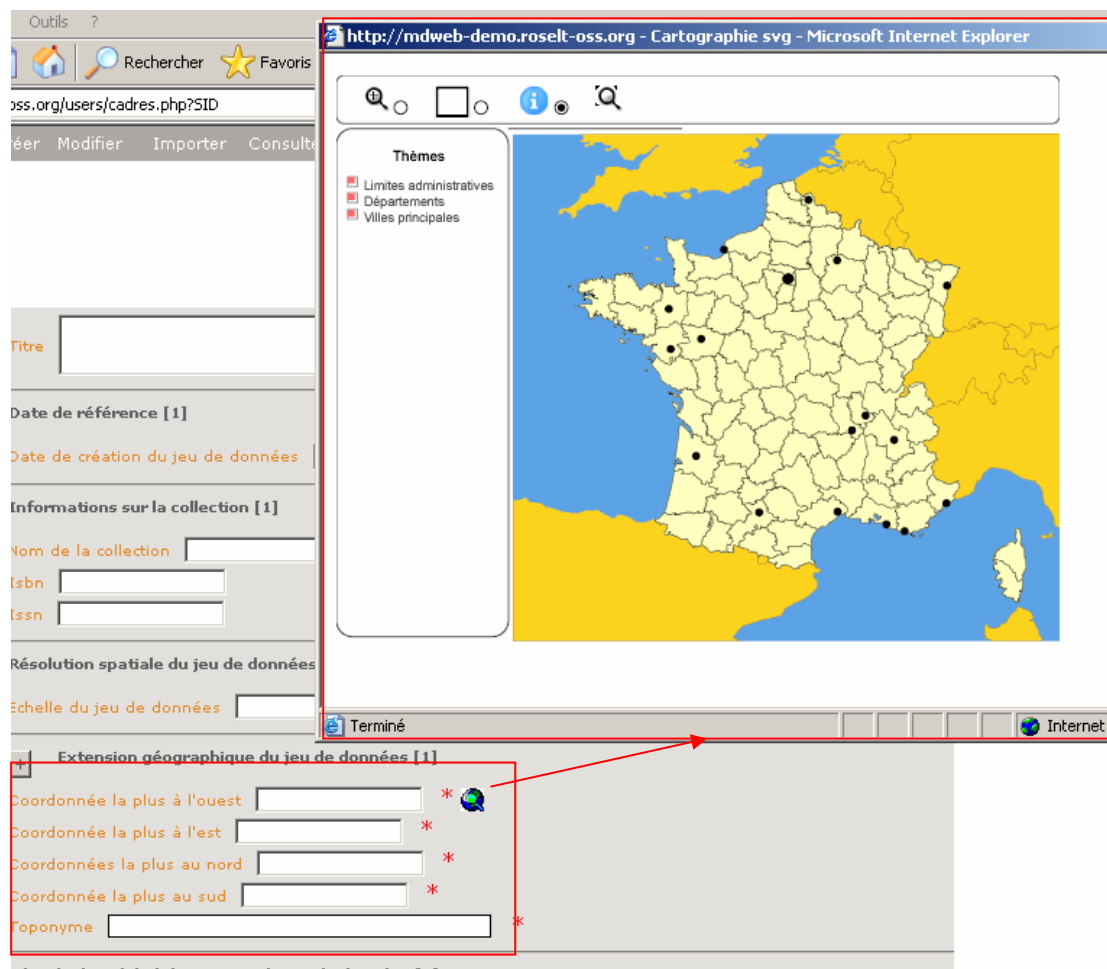
The geographic extent that you want to specify for your data set, or the bounding box, requires the entry of either the four East, West, North, South corners in **decimal geographical coordinates** or of the **toponym**. The geographic extent is essential for indexing your data set. It will be used during searches by location (Where? criteria) for your data set.

<sup>1</sup> A *département* is a French administrative region, analogous to a state or county in other countries.

Click on the  icon and a pop-up window will open. A cartographic interface will display the active layers of the spatial reference base installed with your copy of MDweb. (The reference base is specific to each MDweb application.)

Two features can be used to help enter the geographic extent:


- The **selection of an object** (polygon, polyline or point) on the active layer and sending it to the form's field.
- The **definition of a bounding box** using the mouse and sending it to the form's field.

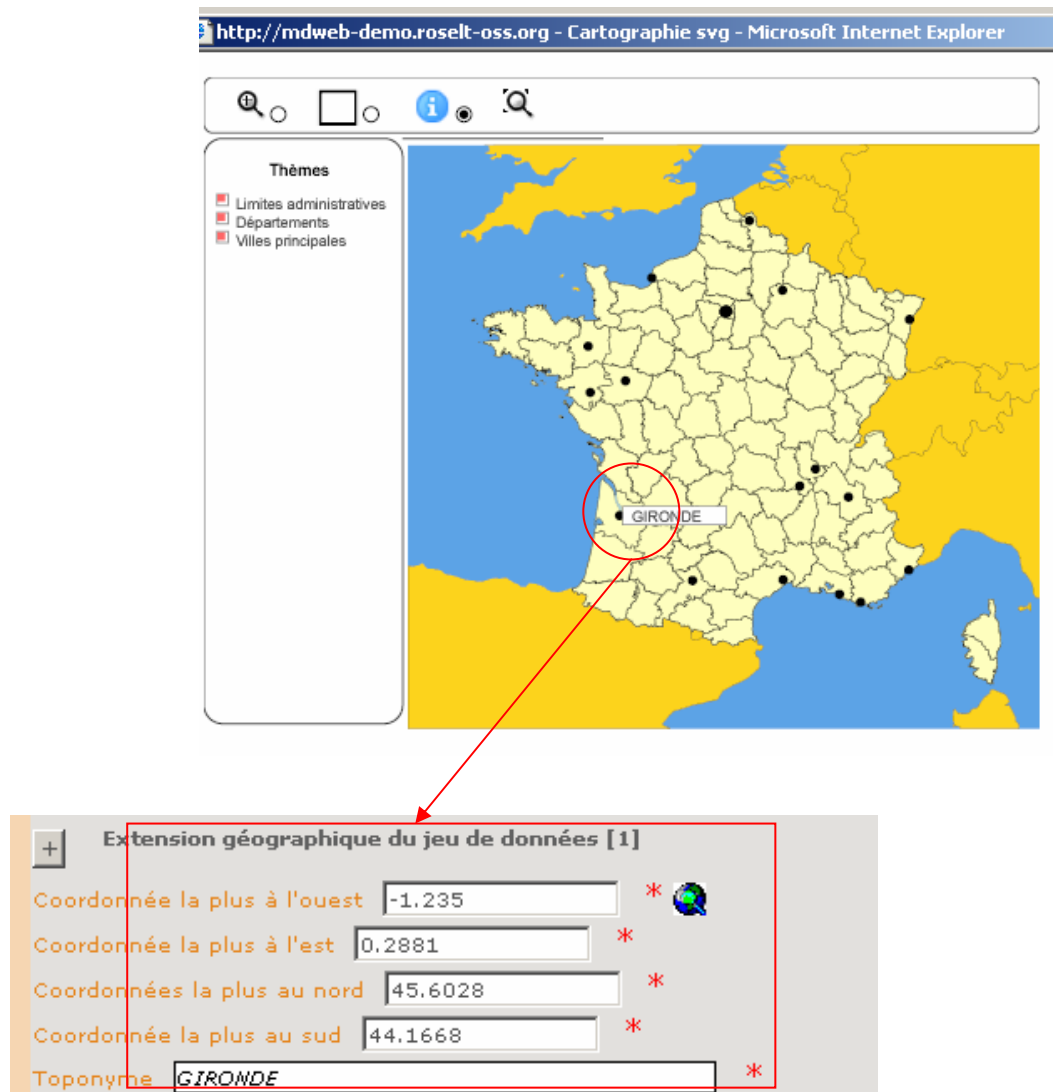


We provide here two examples of using the cartographic interface for entering the geographic extent of a data set.

### Example using an existing geographic object

In this first example, the user has an existing data set with the Gironde *département* as geographic extent. His geographic reference base contains an entity that is the **outline of the Gironde département** in the *Départements* layer.


Use the information tool . It displays the label of the geometry on which the cursor is hovering. It also allows the transfer of the coordinates of the geometry to be sent to the form.

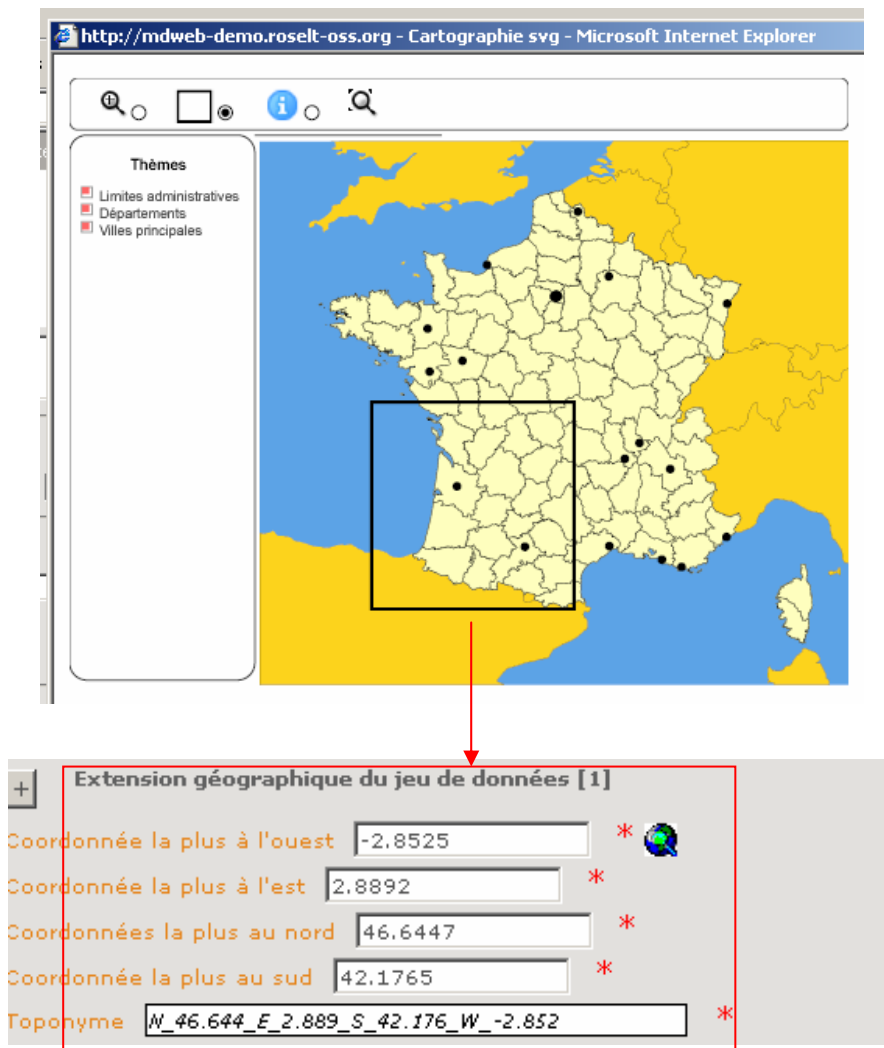


Click the mouse button with the cursor hovering over the geometry, and the East, West, North and South coordinates will be inserted into the fields in decimal degrees and the toponym of the geometry will be copied to the corresponding field.

*Example using a bounding box*

In this second example, we assume that the user has a data set with a geographic extent that encompasses several *départements*. His geographic reference base does not have an entity corresponding exactly to the geographic extent of his data set.

In such a case, the bounding box tool  allows the user to draw a rectangle corresponding approximately to his data set's extent. **When he lets go of the mouse button, the coordinates of the rectangle that he has drawn are sent to the form.**



The screenshot shows a web browser window with the URL <http://mdweb-demo.roselt-oss.org> - Cartographie svg - Microsoft Internet Explorer. The map displays France with administrative boundaries. A black rectangle is drawn over a portion of the map. A red arrow points from this rectangle to a form titled "Extension géographique du jeu de données [1]".

The form contains the following fields:

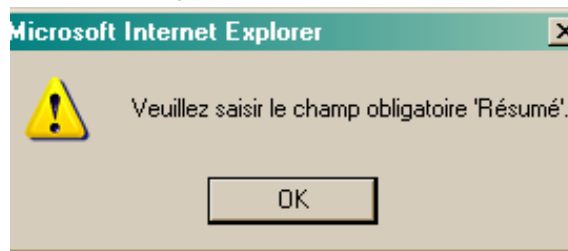
- Coordonnée la plus à l'ouest: -2.8525 \*
- Coordonnée la plus à l'est: 2.8892 \*
- Coordonnées la plus au nord: 46.6447 \*
- Coordonnée la plus au sud: 42.1765 \*
- Toponyme: N\_46.644\_E\_2.889\_S\_42.176\_W\_-2.852 \*

The toponym is generated automatically by the concatenation of the four coordinates.

### g) Submitting a form

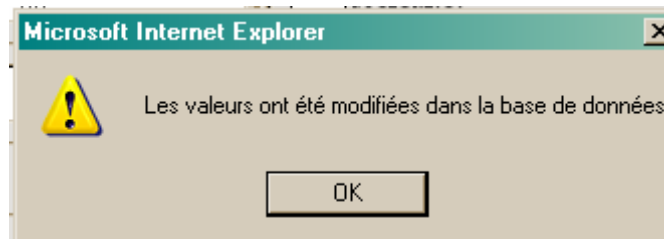
Before the information entered into a form can be saved during creation or modification of a record, you have to ensure that all mandatory fields, those marked with a red asterisk **\***, are filled in. (Remember that each form corresponds to one section of the standard)

When you click the **Submit** button, the contents of the obligatory fields are checked and all the fields are checked for conformity with the respective field types. If any check fails, a dialogue box informs you of the problem.



You can then correct the field in question and re-submit the form.

When you go from one form to the other without explicitly submitting the information you have filled in, MDweb will do it automatically and inform you with a dialogue box.









### 3 – Modifying a metadata record's properties

The properties box on the '**General information on your metadata record**' page display the properties of the record and allows you to modify some of them. Except the data type, the modification date, the name of the user who created the record, last update and the data-entry status, all other properties can be modified in an interactive manner.


In this section, we briefly cover all the properties that can be modified.




#### a) Title

If you like, you can modify the title of the record. The title can be a maximum of 80 characters long. To do so, modify the text in the **Title of the record** field and click the  icon to save the new title.

Non validée - Non confidentielle		
Titre de la fiche	carte géologique du bassin aquitain	
Catalogue	Observatoire Exemple (EXE)	
Type de données	Carte papier	
Date de modification	13-02-2006	
Mise à jour par	admin	

#### b) Catalog

If you want to transfer the record to another local catalog, select it from the drop-down list of the **Catalog** field. Then click the  icon to save your catalog selection.

Non validée - Non confidentielle		
Titre de la fiche	carte géologique du bassin aquitain	
Catalogue	Observatoire Exemple (EXE)	
Type de données	Carte papier	
Date de modification	13-02-2006	
Mise à jour par	admin	

#### c) Data-entry level

By default, the data-entry level of your metadata record is that specified when the record was created. If you want to change the data-entry level to a higher level, select the level you want (Basic, Extended, Complete) from the **Data-entry level** drop-down list and validate your choice by clicking the **Change** button on the right side of the list. (For additional details on data-entry levels, see the '**Some essential concepts**' at the beginning of this part of the user manual.)

**Note:** If you modify the data-entry level, certain sections of the standard may disappear (or appear) in the frame on the left to reflect the new level.

Non validée - Non confidentielle		
Titre de la fiche	carte géologique du bassin aquitain	✓
Catalogue	Observatoire Exemple (EXE)	✓
Type de données	Carte papier	
Date de modification	13-02-2006	
Mise à jour par	admin	
Saisie terminée?	Non	
Niveau de saisie	Elémentaire	Changer
Valider	Non	
Confidentialité	Non	

#### d) Publication status

The publication status of a record corresponds to its accessibility during searches for references by the final user. Two statuses are possible:

- **Unvalidated**, i.e., not published, shown by the icon
- **Validated**, i.e., published, shown by the icon

The modification of a record's publication status is allowed if you have the rights to do so, i.e., if the administrator assigned you a validator's role. Of course, the administrator can himself change this status.

Non validée - Non confidentielle		
Titre de la fiche	carte géologique du bassin aquitain	✓
Catalogue	Observatoire Exemple (EXE)	✓
Type de données	Carte papier	
Date de modification	13-02-2006	
Mise à jour par	admin	
Saisie terminée?	Non	
Niveau de saisie	Elémentaire	Changer
Valider	Non	
Confidentialité	Non	
Valeurs par défaut	---	carte papier 1



Click on the flag icon to toggle the publication status. With the record in the unvalidated state, the flag will appear red ; in the validated state it will be green .

#### e) Confidentiality status

The confidentiality status determines who can access a validated reference. Two statuses are possible:


- The **confidential** status signifies that the record will only be accessible to authenticated MDweb users.
- The **non-confidential** status signifies that the record will be accessible to anyone using the public search module.

Saisie terminée?	Non		
Niveau de saisie	Elémentaire		Changer
Valider	Non		
Confidentialité	Non		
Valeurs par défaut	---	carte papier 1	
Gestion des contacts			
pour les métadonnées	---	contact 2	
pour la donnée	---	contact 2	

Click on the lock icon to toggle the confidentiality status. When set to confidential, the lock will be locked ; when set to non-confidential, the lock will be displayed as open .

#### f) Synchronizing default values

To simplify and automatize the entry of information on the data being referenced, two synchronization mechanisms are provided in MDweb. The first concerns the **synchronization of default values depending on data type**. The purpose of this synchronization is to allow, during the creation of a record or before its validation, the automatic filling in of some 'technical' fields, i.e., fields corresponding to the items of the standard for which specific technical knowledge is required. For this, when a user account is added, a set of predefined values is made available to him. He can modify them by going to [Menu > Preferences > Manage values](#). These operations will be covered in section 5 of this part of the user manual.

To synchronize the default values into your record, the predefined set of default values is available in the drop-down list. Click on the  icon to insert the values into your record.

Valider	Non		
Confidentialité	Non		
Valeurs par défaut	13-02-2006 - carte papier 1	carte papier 1	
Gestion des contacts			
pour les métadonnées	---	contact 2	
pour la donnée	---	contact 2	
pour la distribution	---	mon contact	

On the left of the drop-down list will be shown the date of synchronization of the values and the name of the values set inserted into the record.


**Note:** The actual values inserted into the record will not be visible or accessible now; they are only accessible when consulting the record. They are not shown in the information-entry forms for reasons of simplicity.








### g) Synchronizing the contact fields

For the same reasons as for the synchronization of default values, the feature for the synchronization of the contact information of the standard allows the user to create a contact set in MDweb and to use it when creating or modifying a record. The synchronization of the contact information can be done independently for the three sections of the standard used in our forms:

- The section **Identification of metadata**
- The section **Identification of the data set**
- The section **Distribution of the data set**

The **Menu > Preferences > Manage contacts** command allows the user to created and modify his contact set.

To synchronize the contact information in your record with the contact set defined earlier for each section, you can select a set from the drop-down list and synchronize into your record by clicking the corresponding  icon.

Mise à jour par	admin		
Saisie terminée?	Non		
Niveau de saisie	Elémentaire		Changer
Valider	Non		
Confidentialité	Non		
Valeurs par défaut	13-02-2006 - carte papier 1	carte papier 1	
<b>Gestion des contacts</b>			
pour les métadonnées	13-02-2006 - contact 2	contact 2	
pour la donnée	13-02-2006 - contact 2	contact 2	
pour la distribution	13-02-2006 - mon contact	mon contact	
Aperçu	---		

On the left of the drop-down list will be displayed the date of the synchronization of the contact information and the name of the contact set inserted into the record.

**Note:** The actual values inserted into the record will not be visible or accessible now; they are only accessible when consulting the record. They are not shown in the information-entry forms for reasons of simplicity.


### h) Attaching a thumbnail image

As contemplated in the ISO 19115 standard, it is possible to attach a thumbnail image of the referenced data to the record. The last item in the properties box allows the user to do so.

This operation also **fills in the corresponding item** in the standard and stores the image on the hard drive of the MDweb server. A thumbnail can also be

attached to an existing record using the **Menu > Import > Attach thumbnails** command. This command allows attachment of more than one file.

### Description of the procedure to attach a thumbnail

1 – Click on the  icon to open the thumbnail attachment form.









Gestion des contacts			
pour les métadonnées	13-02-2006 - contact 2	contact 2	
pour la donnée	13-02-2006 - contact 2	contact 2	
pour la distribution	13-02-2006 - mon contact	mon contact	
Aperçu	---		

2 – **Selecting the file to attach:** The form allows you to select **an image file (jpeg, gif or png)** containing the thumbnail of the metadata record that you want to import. Fill in the path and name of the file (or Browse to it) and the description field (optional) and Submit. The thumbnail will be attached to the new record.

Informations générales de votre fiche de métadonnées

Attacher un aperçu à la fiche	
Fichier	C:\ROSELT-SIEL_v1.4\ Parcourir...
Description	quick look esri des départements
Envoyer	

3 – **Validation:** The name of the file will be shown in the properties box.

Validée - Non confidentielle		
Titre de la fiche	departements.shp_1	✓
Catalogue	Observatoire Exemple (EXE)	✓
Type de données	Thème vecteur	
Date de modification	17-02-2006	
Mise à jour par	admin	
Saisie terminée?	Non	
Niveau de saisie	Elémentaire	Changer
Valider	Oui	
Confidentialité	Non	
Valeurs par défaut	--- - vecteur 1	
Gestion des contacts		
pour les métadonnées	--- - --- contact 2	
pour la donnée	--- - --- contact 2	
pour la distribution	--- - --- mon contact	
Aperçu	departements.shp.jpg	

### i) Attaching data

One or more data files can be attached to the metadata record from the **Attach resource files to the record** box.

Currently, this box allows the user to load the files (max. 4) that he wants to attach to the record and compresses them into a zip archive. The loaded files are compressed on the fly in zip format and stored in the **ressource** folder of MDweb on the web server with the identifier of the record to which the data is attached.

## Description of procedure

**1 – Loading the files to be attached:** In the **Attach resource files to the record** box, a form allows you to load the data files from your local drive to the web server. You can load a maximum of 4 files. To be able to specify multiple file names, use the **+1** button to increase the number of filename fields. Use the minus **-1** button to reduce the number of files.

The screenshot shows a web form titled "Attacher des fichiers ressources à la fiche". It includes the text "Taille max du fichier : 30Mo" and "Nombre de fichiers (max 4)" with a "+1" button. Below this is a single input field labeled "Fichier 1" with a "Parcourir..." button next to it. At the bottom is an "Attacher" button.

**2 – Attaching and zip compression:** Fill in the path and name of the files (or Browse to them) and click **Attach**.

The screenshot shows the same form as before, but now with three input fields. "Fichier 1" contains "G:\temp\amazlm\_1608.shp", "Fichier 2" contains "G:\temp\amazlm\_1608.shx", and "Fichier 3" contains "G:\temp\amazlm\_1608.dbf". Each field has a "Parcourir..." button. The "Attacher" button is at the bottom.

**3 – Verifying the operation:** Depending on the size of the attached files, it may take some minutes for all the files to be compressed and stored. Once that is done, a box will appear on the page and display the names and sizes of the compressed files as well as the size of the zip archive and its creation date.

Liste des fichiers attachés		
	Nom du fichier	Taille décompressée
1.	amazlm_1608.shp	191,27 Ko
2.	amazlm_1608.shx	108 Octets
3.	amazlm_1608.dbf	318 Octets
Archive zip attachée (67,38 Ko) - Dernière mise à jour : 22-02-2006 17:39		

**Note:** The total size of the files to be attached should not be bigger than your server's storage capacity and should be suitable for the available bandwidth so that the operation does not exceed the **timeout** of your PHP module. If it does, the attachment operation will fail.

#### 4 – Modifying an existing metadata record

The same page and operations described in the previous section (3- Modifying a metadata record's properties) are used to modify an existing reference. Here we will show you how to search for a record and arrive at its general information page.

##### Description of the procedure to modify an existing record

1 – Go to **Menu > Modify**. You can search for a record to modify using three filtering criteria:

- **the catalog containing the record**
- **the data type**
- **the record's owner** (if you are validator or administrator)

##### Mise à jour d'une fiche de métadonnées

Catalogue	Type de données	Login	
Tous	Tous	Tous	Envoyer













2 – **List of records:** When you submit your criteria, the list of records that meet said criteria appears. You can see the main properties and modify some of them, notably the confidentiality and publication statuses. The  icon allows you to delete a record.

##### Mise à jour d'une fiche de métadonnées

Catalogue	Type de données	Login	
Tous	Tous	Tous	Envoyer

Réponses 1 à 3 sur 3


« « . « . 1 . » » »

	Titre de la fiche	Catalogue	Type de données	Mise à jour par	Niveau de saisie	Confidentialité	Date de modification	Valider	Modifier	Supprimer
1.	carte des fleuves	Observatoire Exemple (EXE)	Thème vecteur	admin	non terminée		2006-02-13			
2.	carte géologique du bassin aquitain	Observatoire Exemple (EXE)	Carte papier	admin	non terminée		2006-02-13			
3.	Limites des départements	Observatoire Exemple (EXE)	Thème vecteur	admin	non terminée		2006-02-13			

Réponses 1 à 3 sur 3

« « . « . 1 . » » »

**Note:** If you do not specify any filtering criteria, all of your records will be displayed.

Click the  icon to go to the metadata record's general information page. See sections **2- Entering information into the metadata record** and **3- Modifying a metadata record's properties** for details on modifying the record.



**Informations générales de votre fiche de métadonnées**

Non validée - Confidentielle

Titre de la fiche	carte des fleuves	
Catalogue	Observatoire Exemple (EXE)	
Type de données	Thème vecteur	
Date de modification	13-02-2006	
Mise à jour par	admin	
Saisie terminée?	Non	
Niveau de saisie	Elémentaire	
Valider	Non	
Confidentialité	Oui	
Valeurs par défaut	13-02-2006 - vecteur 1	

**Gestion des contacts**

pour les métadonnées	13-02-2006 - contact 2	contact 2	
pour la donnée	13-02-2006 - contact 2	contact 2	
pour la distribution	13-02-2006 - mon contact	mon contact	

**Attacher une ou plusieurs fiche(s) parent(s)**

Type du parent: Tous 

**Attacher des fichiers ressources à la fiche**



Taille max du fichier : 30Mo  
Nombre de fichiers (max 4) 

Fichier 1:  





## 5 - Validating a metadata record for publication

Validation is necessary for the publication of your metadata record and of its accessibility from the search module. It is something that should be done according to a **procedure that has been discussed and consensually arrived at** within the organization or team that is managing the catalog.

Even though easy enough to execute – all one has to do is to toggle the red flag  to green  – a **conscientious** validation procedure should be put in place by the one or more persons having **validators' roles** and who have been assigned this responsibility by the organization's management. The validation process should consider both the **thematic and spatial descriptors** that are used for indexation (in particular the keyword fields and the spatial extent) as well as the fields describing the **contents of the data referenced** (title, summary, for example). Accuracy of the information on the structural characteristics (type of representation, format, etc.) should also be checked.

For these reasons, the validation should be entrusted to one or more persons who have **thematic expertise** on the referenced data and a good knowledge of **geographic information specifications** in general. Only with this background can a validator correctly validate the contents of the data and its technical specifications.

The validation operation itself can be executed from the record's general information page (red flag  > green flag ).

The publication status of a record can only be changed if you have the rights to do so, i.e., if the administrator has assigned a validator's role to you. Of course, the administrator himself can change this status too.



Non validée - Non confidentielle		
Titre de la fiche	carte géologique du bassin aquitain	✓
Catalogue	Observatoire Exemple (EXE)	✓
Type de données	Carte papier	
Date de modification	13-02-2006	
Mise à jour par	admin	
Saisie terminée?	Non	
Niveau de saisie	Elémentaire	Changer
Valider	Non	
Confidentialité	Non	
Valeurs par défaut	--- -	carte papier 1

Click on the flag icon to toggle the publication status. With the record in the unvalidated state, the flag will appear red ; in the validated state it will be green .

## Importing a reference, image or file **Menu > Import**

### 1 – Importing metadata records

One or more records can be imported using the **Menu > Import > Import XML** command.

#### Description of the procedure

1 – Go to **Menu > Import > Import XML**. A form will appear where you can type in the path and the name of the XML file you want to import. If you want to import more than one file (maximum 20) use the **+1** and **-1** buttons to increase/decrease the number of files.

**Import XML**

Nombre de fiches à importer (max 20) : **+1** **-1**

Fiche XML n° 1

Either type in the full path and name of the each file or use the Browse button to navigate to the files on your local drive.

**Import XML**

Nombre de fiches à importer (max 20) : **+1** **-1**

Fiche XML n° 1

Fiche XML n° 2


Fiche XML n° 3

2 – **Submit and the XML files will be loaded.** A summary table will show the details of the XML files and will also allow you to select the **MDweb catalog** into which each record will be imported.


**Import XML**

Nom du fichier xml	Source de l'importation	Catalogue de destination	Aperçu	fichiers de données
title_test_title_EXE_OB_6_2006-02-06.xml	MDweb	Observatoire Exemple (EXE)		
title_Test 2_title_EXE_OB_5_2006-02-06.xml	MDweb	Observatoire Exemple (EXE)		
title_Jeu Test_title_EXE_OB_3_2006-02-06.xml	MDweb	Observatoire Exemple (EXE)		

In addition, you also have the opportunity to import a **thumbnail** and/or a **zip archive** to be attached to each record. (The **Menu > Import > Attach thumbnails** and **Menu > Import > Attach data** commands allow these operations to be executed for records that already exist in the catalogs.) If you want do so now, you can:

3 – **Attaching a thumbnail:** Click on the  icon and a form will appear that will allow you to load a jpeg, gif or png file with the thumbnail image of the metadata record that you are importing. Fill in the path and name of the file (or Browse to it) and the description field (optional) and Submit. The thumbnail will be attached to the new record.



4 – **Attaching a zip archive:** Click on the  icon and a form will appear that will allow you to load a compressed zip file containing the files of the resource described by the metadata record that you are importing. Fill in the path and name of the file (or Browse to it) and Submit. The zip archive will be attached to the new record.



5 – **Validating the XML files to be imported:** Once you have optionally attached the thumbnails and data files to the records to be imported, click Submit. The format of the XML files will be verified.



6 – **Launching the XML import:** Click on the **Import** button and the records will be inserted into the chosen catalog and the thumbnails and/or data files attached.



7 – Once the import operation is over, the screen above will be displayed. If you want, you can import more files by clicking the **Import more XML records** button.

**If a record already exists:** If, while importing a file, MDweb finds that a record in a catalog is identical to the one being imported (same name and update date), you will have three options:

**Import XML**

**Les fiches suivantes existent déjà : Que voulez vous faire?**

Importing sheet	Existing sheet	Choose
ess - 2006-02-06 - Image - Thème raster	ess - 2006-02-06 - Image - Thème raster	<div>ne rien faire</div> <div>ne rien faire</div> <div>mettre à jour la fiche</div> <div>créer une nouvelle fiche</div>

- a) **Skip:** The file will not be imported.
- b) **Update the record:** The existing record will be updated by items from the record being imported.
- c) **Create another record:** The conflict will be ignored and a new record will be created in the catalog.

## 2 – Attaching data files to a metadata record

Attaching one or more data files to a metadata record is done using the **Menu > Import > Attach data** command.

You can access all your records from all the catalogs and attach data files to any of them. Once you select the files, MDweb will compress them on the fly into the zip format and store the zip archive in the **ressource** folder of MDweb on your web server with the identifier of the record to which it is attached.

### Description of the procedure

1 – Go to **Menu > Import > Attach data**.

Three criteria allow you to filter the metadata records so that you can easily find the ones you want to use. These criteria are:

- **Origin of the record:** Imported XML or from a local catalog,
- **Catalog** which contains the record,
- **Resource type** that the record describes (vector, raster, digital map, etc.).

Click Submit to view the list of matching records.

#### Importer des fichiers de données

Origine de la fiche	Catalogue	Type de ressource	Envoyer
Tous	Tous	Tous	

2 – **Selecting the metadata record:** From the information displayed in the records list, you can easily see which records already have zip archives attached and the dates they were attached (Zip archive column). To attach one or more files, click on the **Ok** button in the Attach column.

**Caution:** Attaching a data file to a metadata record automatically erases any archive already attached to that record.

#### Importer des fichiers de données

Origine de la fiche	Catalogue	Type de ressource	Envoyer
Tous	Observatoire Exemple (EXE)	BD relationnelle	

Fiche	Origine de la fiche	Dernière mise à jour	Catalogue	Type de ressource	Archive zip attachée	Attacher
1. BRD	MDweb local	08-02-2006	Observatoire Exemple	BD relationnelle	----	<input type="button" value="OK"/>
2. Collection test	Importation XML	08-02-2006	Observatoire Exemple	BD relationnelle	08-02-2006 21:36	<input type="button" value="OK"/>

3 – **Selecting the files to attach:** A new page displays a form that allows you to select files on your local drive for compression and storage on the web server. If you want to

attach more than one file (maximum 4) use the **+1** and **-1** buttons to increase/decrease the number of files.

4 – **Compression of the data and attachment:** Once you specify the file paths and names, click **Submit**.

5 – **Verifying the operation:** Depending on the size of the attached files, it may take some minutes for all the files to be compressed and stored. Once that is done, you will return to the records list you started out from. A message will inform you that the files have been saved in the zip archive. If you wish, you can now re-run the operation for other records.

**Importer des fichiers de données**

Fichier(s) sauvegardé(s) dans une archive zip.

Origine de la fiche	Catalogue	Type de ressource	
Tous	Observatoire Exemple (EXE)	BD relationnelle	Envoyer

Fiche	Origine de la fiche	Dernière mise à jour	Catalogue	Type de ressource	Archive zip attachée	Attacher
1. BRD	MDweb local	08-02-2006	Observatoire Exemple	BD relationnelle	08-02-2006 21:40	OK
2. Collection test	Importation XML	08-02-2006	Observatoire Exemple	BD relationnelle	08-02-2006 21:36	OK

**Note:** The total size of the files to be attached should not be bigger than your server's storage capacity (consult your system administrator, if necessary) and should be suitable for the available bandwidth so that the operation does not exceed the **timeout** of your PHP module. If it does, the attachment operation will fail.

### 3 – Attaching a thumbnail to a metadata record

One or more thumbnails can be attached to a metadata record by the use of the **Menu > Import > Attach thumbnails** command.

You can access all your records from all the catalogs and attach a jpeg, gif or png file to each of them. The image file's size should not exceed 50 KB. MDweb will store the thumbnail files in the images folder of MDweb on your web server with the identifier of the record to which it is attached.

#### Description of the procedure

1 – Go to **Menu > Import > Attach thumbnails**.

Three criteria allow you to filter the metadata records so that you can easily find the ones you want to use. These criteria are:

- **Origin of the record:** Imported XML or from a local catalog,
  - **Catalog** which contains the record,
  - **Resource type** that the record describes (vector, raster, digital map, etc.).
- Click Submit to view the list of matching records.

**Importer l'aperçu**

Origine de la fiche	Catalogue	Type de ressource	
Tous	Tous	Tous	Envoyer

2 – **Selecting the metadata record:** From the information displayed in the records list, you can easily see whether a record already has a thumbnail attached and the date it was attached. To attach a thumbnail image, click on the **Ok** button in the Attach column.

**Caution:** Attaching an image file to a metadata record automatically erases any thumbnail image already attached to that record.

**Importer l'aperçu**

Origine de la fiche	Catalogue	Type de ressource	
Tous	Tous	Tous	Envoyer

Fiche	Origine de la fiche	Dernière mise à jour	Catalogue	Type de ressource		Attacher
1. carte numérique	MDweb local	08-02-2006	Observatoire Exemple	Carte numérique	----	<input type="button" value="OK"/>
2. raster	MDweb local	08-02-2006	Observatoire Exemple	Image - Thème raster	----	<input type="button" value="OK"/>
3. vecteur	MDweb local	08-02-2006	Observatoire Exemple	Thème vecteur	----	<input type="button" value="OK"/>

3 – **Selecting the file to attach:** A new page displays a form that allows you to select an image file (jpeg, gif or png) for storage on the web server. Fill in the path and name

of the file (or Browse to it) and the description field (optional) and Submit. The thumbnail will be attached to the record.

The screenshot shows a web form titled "Importer l'aperçu" (Import the preview) for a "carte numérique" (digital map). The form has a header bar that says "Attacher un aperçu à la fiche" (Attach a preview to the record). Below this, there are two main input fields: "Fichier" (File) and "Description". The "Fichier" field contains the text "C:\wamp\www\coord" and has a "Parcourir..." (Browse...) button next to it. The "Description" field contains the text "vue générale de la carte" (general view of the map). At the bottom of the form is an "Envoyer" (Send) button.

Importer l'aperçu

carte numérique

Attacher un aperçu à la fiche

Fichier C:\wamp\www\coord Parcourir...

Description vue générale de la carte

Envoyer



## Managing your contacts, predefined values and keywords [Menu >](#)

### Preferences

#### Managing contacts: some concepts

To minimize the work of entering information into metadata records, in particular information of a repetitive nature, MDweb allows you to specify information that you can load into different records easily. Information of this type includes contact information, representing the ISO 19115 standard's **contact information (CI\_Contact class)**. In fact, contact information is used in several sections of the standard, the main ones being Metadata identification, Data set identification and Data set distribution. Thus, **MDweb allows you to create contact sets independent of metadata records** and to manage these sets. When a new metadata record is created, you can use one of your contacts that already exists to fill in the appropriate fields in the record. You can choose a different contact set for each section.

#### Managing predefined values: some concepts

For the same reasons as above, i.e., to minimize the work of entering information into metadata records, **MDweb allows you to predefine values of some 'technical' items**. Moreover, users who are not specialists in the standard will not get stumped when confronted by these fields. These values are also those that are unlikely to change from record to record, such as the metadata language (mdLang item) and the metadata character set (mdChar item). The user also has the possibility of creating entry masks to impose a certain format on fields in the form. A set of predefined values is created for each user when the user account is created. The user can modify or delete it, and can be checked and corrected by the administrator, who has access to the predefined values of all users. In the standard version of MDweb, the predefined-value sets cover very few items (less than 10). Certain template properties can, however, be modified to increase this number.

#### Managing keywords: some concepts

When a word is entered into a keyword field in the entry forms and if it is not already part of thesaurus, MDweb provides the option of adding it to its keywords database. This feature is **an alternative to the use of the GCMD thesaurus** to control keyword entry in the current version. These 'free' keywords are stored and linked to the user who entered them. The **Managing your keywords** section shows how you can manage them, i.e., to correct a spelling, for example, or to delete one or more of them. The MDweb administrator has, of course, access to all keywords of all users and can modify them to ensure consistency amongst them.

## 1 - Adding, modifying, deleting a contact

Manage your contact sets using the **Menu > Preferences > Managing contacts** command.

### Description of the procedure to add or modify a contact

1 – Go to **Menu > Preferences > Managing contacts > Add**. The form that appears will allow you to add a contact. You will be required to enter a name for the contact.

Contacts	
Nom du contact	<input type="text" value="nouveau contact"/>
Créer à partir d'un contact existant?	<input type="radio"/> Non <input type="radio"/> Oui
Contact par défaut (section métadonnées)	<input type="radio"/> Non <input type="radio"/> Oui
Contact par défaut (section Ressource)	<input type="radio"/> Non <input type="radio"/> Oui
Contact par défaut (section Distribution)	<input type="radio"/> Non <input type="radio"/> Oui

Envoyer

2 – **Creating a new contact from an existing one:** The form allows you to create a new contact from an existing one. If you choose to do so, you will be asked to choose the existing contact from a list of existing contacts.

Contacts	
Nom du contact	<input type="text" value="nouveau contact"/>
Créer à partir d'un contact existant?	<input type="radio"/> Non <input checked="" type="radio"/> Oui
Contact par défaut (section métadonnées)	<input type="radio"/> Non <input type="radio"/> Oui
Contact par défaut (section Ressource)	<input type="radio"/> Non <input type="radio"/> Oui
Contact par défaut (section Distribution)	<input type="radio"/> Non <input type="radio"/> Oui

Envoyer

3. **Choosing the default contact:** The form allows you to define the new contact as the default contact for one or more sections of the standard.

Contacts	
Nom du contact	<input type="text" value="nouveau contact"/>
Créer à partir d'un contact existant?	<input type="radio"/> Non <input checked="" type="radio"/> Oui
Contact par défaut (section métadonnées)	<input type="radio"/> Non <input checked="" type="radio"/> Oui
Contact par défaut (section Ressource)	<input type="radio"/> Non <input checked="" type="radio"/> Oui
Contact par défaut (section Distribution)	<input type="radio"/> Non <input checked="" type="radio"/> Oui

Envoyer

When a contact is made the default contact for a section, it will be offered by default in the properties box of your metadata record. You could thus synchronize your record without having to choose the contact from a list. In the example above, we have set our new contact as the default contact for the three sections used for records' information entry.

**4 – Entering the contact information for a contact:** After entering a name for the contact and optionally setting it as the default contact, click Submit to arrive at this entry form:

Fill in the fields of this form. Some fields are mandatory and are so marked \*. When you submit the form, its contents will be saved.

**5 – Modifying an existing contact:** You can modify the information of an existing contact by using the Menu > Preferences > Managing contacts > Modify command. A list of your existing contacts will be displayed.

Contacts							
	Nom du contact	Date de mise à jour des contacts	Modifier	Supprimer	Contact par défaut (section métadonnées)	Contact par défaut (section Ressource)	Contact par défaut (section Distribution)
1.	contact exemple	15-02-2006	✓	✗	Non ✓	Non ✓	Non ✓
2.	nouveau contact	15-02-2006	✓	✗	Oui	Oui	Oui

You can Modify a contact by clicking on its ✓ icon. You can also delete a contact by using the ✗ icon, but only if it is not set as the default for any of the three sections of the standard. And, finally, from this list, you can change the contacts you want to use thereafter as the default for any of the sections.

**Note:** In the current MDweb version, if a contact is modified or updated, the changed information is not reflected to those records with which this contact had been synchronized. To update the concerned records, you will have to re-synchronize them all with the updated contact.

## 2 – Adding, modifying, deleting a set of predefined values

Manage your sets of predefined values using the **Menu > Preferences > Manage values** command.

### Description of the procedure to add or modify predefined values

1 – Go to **Menu > Preferences > Manage values > Add**. The form that appears will allow you to add a set of predefined values. You have to first enter a name for the set of predefined values and then choose the data type to which it will apply.

2 – **Creating a new set from an existing one:** The form allows you to create a new set of values from an existing one. If you choose to do so, you will be asked to choose a set from a list of existing sets of values of the same data type.

3. **Choosing the default contact:** The form allows you to define the new set of values as the default set.

**Valeurs par défaut**

Nom du jeu de valeurs prédéfinies	bd relationnelle fr
Type de données	BD relationnelle
Créer à partir d'un jeu de valeurs prédéfinies existant?	<input type="radio"/> Non <input checked="" type="radio"/> Oui
Jeu de valeurs prédéfinies par défaut	<input type="radio"/> Non <input checked="" type="radio"/> Oui

When a set is made the default set, it will be offered by default in the properties box of your metadata record. You could thus synchronize your record without having to choose a set of values from a list.

**4 – Entering the predefined values:** After entering the name and optionally making the set the default set, click on the Submit button to get to the entry screen. The entry screen consists of three tabs corresponding to sections of the standard; you have to enter your values here.

**Valeurs par défaut - bd relationnelle fr**

Métadonnées   Jeu de données   Distribution

Langue des métadonnées  \*

Jeu de caractères des métadonnées  \*

The entry or modification of values and their validation is done tab by tab. Before going from one tab to another after entering/modifying values, you have to click the **Submit** button to save the changes.

**5 – Modifying an existing set of values:** You can modify values of an existing set by using the **Menu > Preferences > Manage values > Modify** command. The list of your sets of values will be displayed.

**Valeurs par défaut**

	Nom du jeu de valeurs prédéfinies	Date de mise à jour du jeu de valeurs prédéfinies	Type de ressource	Modifier	Supprimer	Jeu de valeurs prédéfinies par défaut
1.	BD relationnelle	15-02-2006	BD relationnelle	✓	✗	Non ✓
2.	bd relationnelle fr	15-02-2006	BD relationnelle	✓	✗	Oui
3.	BD géo	15-02-2006	BD Géographique	✓	✗	Oui
4.	carte numérique	15-02-2006	Carte numérique	✓	✗	Oui
5.	Carte papier	15-02-2006	Carte papier	✓	✗	Oui
6.	thème raster	15-02-2006	Image - Thème raster	✓	✗	Oui
7.	thème vecteur	15-02-2006	Thème vecteur	✓	✗	Oui
8.	présentation	15-02-2006	Présentation	✓	✗	Oui
9.	tableur	15-02-2006	Classeur Excel - Table BD	✓	✗	Oui

You can Modify a set by clicking on its ✓ icon. You can also delete a set by using the ✗ icon, but only if it is not set as a default. And, finally, from this list, you can change the default setting for each set.

**Note:** The sets of predefined values are unlikely to change very often. However, in case you want to reference data with different sets of predefined values (different language or character set, for example), you can create several sets of values for the same data type.

### 3 - Adding, modifying, deleting a keyword

Keywords can be managed using the **Menu > Preferences > Manage keywords** command.

## The keywords manager

**Gestionnaire des mots clés**

**Ajouter un terme**

Mot clé

Catégorie Spatial

Ajouter

Alphabetic filter
utilisateur All users Filtrer

Tous les mots clés - A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z

Réponses 1 à 6 sur 6

◀◀
◀
•
▶
▶▶

Liste des mots clés	Type de keyword	utilisateur	Modifier	Supprimer
cours d'eau non pérennes	Spatial	admin	✓	✗
hydrogéologie	Thématique	admin	✓	✗
hydrographie	Thématique	admin	✓	✗
hydrologie	Thématique	admin	✓	✗
Isère	Spatial	admin	✓	✗
pédologie	Thématique	lionelb	✓	✗

Réponses 1 à 6 sur 6

◀◀
◀
•
▶
▶▶

Frame for adding a keyword

Frame for modifying keywords

Scroll bar

## Description of the procedure to add and modify a keyword

1 – Go to **Menu > Preferences > Manage keywords**. The keywords manager screen will appear.

2 – **Adding a term:** In the frame on the left, you can enter a new term. You have to assign the new term to a category using the drop-down list. Click Submit to add the term to your keywords list.

**Gestionnaire des mots clés**

utilisateur All users Filter

Tous les mots clés - A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z

Réponses 1 à 6 sur 6

Liste des mots clés	Type de keyword	utilisateur	Modifier	Supprimer
cours d'eau non pérennes	Spatial	admin	✓	✗
hydrogéologie	Thématique	admin	✓	✗
hydrographie	Thématique	admin	✓	✗
hydrologie	Thématique	admin	✓	✗
Isère	Spatial	admin	✓	✗
pédologie	Thématique	lionelb	✓	✗

Réponses 1 à 6 sur 6

**Ajouter un terme**

Mot clé

Catégorie Spatial

Ajouter

2 – **Modifying or deleting a term:** Your list of keywords is displayed on the right. If you have many keywords, you can filter them using the alphabetic index. To Modify a keyword, click on the ✓ icon. To delete one, click on the ✗ icon.

**Gestionnaire des mots clés**

utilisateur All users Filter

Tous les mots clés - A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z

Réponses 1 à 6 sur 6

Liste des mots clés	Type de keyword	utilisateur	Modifier	Supprimer
cours d'eau non pérennes	Spatial	admin	✓	✗
hydrogéologie	Thématique	admin	✓	✗
hydrographie	Thématique	admin	✓	✗
hydrologie	Thématique	admin	✓	✗
Isère	Spatial	admin	✓	✗
pédologie	Thématique	lionelb	✓	✗

Réponses 1 à 6 sur 6

**Ajouter un terme**

Mot clé

Catégorie Spatial

Ajouter



3 – **Modifying a term:** A term is modified in the same way as a new one is added. Click on the **Modify** button for the modified keyword to be saved.



The screenshot shows a web form titled "Modifier le mot clé" (Modify the keyword) in orange text. Below the title, there are two labels in orange: "Mot clé" and "Catégorie". The "Mot clé" label is followed by a text input field containing the word "hydrogéologie". The "Catégorie" label is followed by a dropdown menu showing the word "Spatial". At the bottom of the form, there is an orange button labeled "Modifier". The form is centered on a light gray background.

**Note:** In the current MDweb version, the modification of a term is not automatically transmitted to the records already using the term as a keyword.

## 6. Advanced operations

Concept of hierarchy between different resource types.

Linking metadata records one to another.





## Contacts



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**MDweb project site:** [www.mdweb-project.org](http://www.mdweb-project.org)

**Online demo:** [www.mdweb-project.org/demo/](http://www.mdweb-project.org/demo/)

Figures:

P.12

Core of the standard      Template

Standard

P.13

Data collection      Land-use maps for Oued Mird: Data collection

Data set      Land-use maps for 1990 for Oued Mird: Data set

Entity type      Land-use class: Entity type

Attribute type      Percentage of ligneous cover: Attribute type

P.15

Data Collection      Data set

Relational database

Spreadsheet – Table

Geodatabase      Vector Theme  
Image – Raster grid  
Spreadsheet – Table

Digital map      Vector Theme  
Image – Raster grid

Spreadsheet – Table  
Paper map  
Technical report